

9.7007

Neighborhood/Applicant Meetings.

- (1) This section applies to the following types of land use applications:
 - (a) Type II: 3-lot partitions, tentative subdivisions, tentative cluster subdivisions and design reviews;
 - (b) Type III: Only conditional use permits and tentative planned unit developments;
 - (c) Type IV applications that are not city-initiated;
 - (d) Metro Plan amendments that are not city-initiated.
- (2) Prior to the submittal of an application listed in subsection (1) above, the applicant shall host a meeting for the surrounding property owners. The purpose of this meeting is to provide a means for the applicant and surrounding property owners and residents to meet to review the proposal, share information and identify issues regarding the proposal. The applicant may consider whether to incorporate solutions to these issues prior to application submittal.
- (3) The neighborhood/applicant meeting shall be held on a weekday evening, starting no earlier than 5:00 p.m. and starting no later than 7:00 p.m., or on a weekend no earlier than 10:00 a.m. and no later than 6:00 p.m., at a location within the city that is in, or is as close as practicable to, the boundaries of the city-recognized neighborhood association in which the proposal is located, if any.
- (4) If the subject property is located within the boundaries of a city-recognized neighborhood association, the applicant must contact the applicable neighborhood association by registered or certified mail, proposing three possible dates and times for the meeting. The neighborhood association should reply to the applicant within 14 days and specify on which of the proposed three suggested dates the meeting should be held. If the neighborhood association does not reply to the applicant's letter within 14 days, the applicant may schedule the neighborhood meeting on any one of the three proposed dates without further delay.
- (5) The applicant shall mail notice of the meeting:
 - (a) At least 14 days and no more than 28 days prior to the meeting;
 - (b) To:
 1. Owners and occupants of properties within 300 feet of the subject property for Type II and IV applications and to owners and occupants within 500 feet of the property for a Type III application or a Metro Plan amendment;
 2. Any city-recognized neighborhood associations whose boundaries are within 300 feet of the subject property;
 3. The city planning director; and
 4. The city engineer; and
 - (c) That states the date, time and location of the meeting and briefly discusses the nature and location of the proposal.
- (6) Failure of a property owner or occupant to receive notice shall not invalidate the neighborhood/applicant meeting procedure.
- (7) The applicant shall post notice of the meeting by posting a waterproof sign on the subject property at least 14 days before the meeting. The notice, containing the information described in (5)(c) above, shall be supplied by the applicant.
- (8) The applicant shall provide the proposed site plan at the meeting for

review.

- (9) The applicant shall prepare and keep meeting notes identifying the major points that were discussed and expressed, and a sign-in sheet identifying the persons attending.
- (10) The applicant is required to hold one meeting prior to submitting an application for a specific site, but may hold additional meetings if desired.
- (11) If an applicant fails to include in its application the materials described in EC 9.7010, the application shall be deemed incomplete.
- (12) Applications shall be submitted to the city within 180 days of the neighborhood/applicant meeting. If an application is not submitted in this time frame, or if the site plan submitted with the application does not substantially conform to the site plan provided at the meeting, the applicant shall be required to hold a new neighborhood/applicant meeting.

9.7010 **Application Filing.** Applicants shall be submitted on a form approved by the city manager, be accompanied by a fee established pursuant to EC Chapter 2, and be signed by the property owner, unless the applicant is a public agency, in which case the signature of the property owner is not required. Application materials shall address each of the criteria and standards applicable to the proposed use including any requested adjustments to standards as provided in provisions beginning at EC 9.9015. For applications described at EC 9.7007(1), the application shall include the following materials related to the neighborhood/applicant meeting:

- (1) The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- (2) A copy of the notice;
- (3) A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- (4) A copy of the site plan presented at the meeting.